

Call Document

Augmenting Irish expertise for addressing environmental & societal pressures in the Arctic

The coordination of research efforts on a regional, national, and international scale is becoming increasingly urgent to address the emerging environmental and societal pressures as well as economic challenges on the Arctic region that have global significance and impacts. Ireland is an Arctic-facing Island nation located in the North Atlantic, and the changes taking place in the Arctic impact directly on us. In ***Global Ireland - A Strategy for the Nordic Region***¹, Ireland commits to facilitate collaboration, sharing, and coordination of scientific, technological, and socio-economical expertise linked to the Arctic which could contribute to solving these challenges.

To meet these policy objectives, the University of Galway's Ryan Institute is launching a dedicated Arctic Research Networking Programme funded by the Department of Foreign Affairs. The program is being supported by the Network of Arctic Researchers in Ireland ([NARI](#)). The Programme will support and facilitate new collaborations of researchers from all Disciplines (e.g., STEM, AHSS) across the island of Ireland with Arctic Council member states over the next two years.

Objectives of the Program

(1) Initiate and support collaboration with Arctic Council Working Groups

The Arctic Council is the leading intergovernmental forum promoting cooperation in the Arctic. Members include 8 Arctic Nations, 6 permanent participants that represent the Indigenous Peoples of the Arctic, and 38 Observers that share their expertise with Arctic States and permanent participants. The Council focuses on ***Biodiversity, Climate, Ocean, Pollutants, Emergencies and Arctic People*** and their activities are conducted in six working groups that execute the programs and projects mandated by the Arctic Council Ministers.

- ACAP - Arctic Contaminants Action Program
- AMAP - Arctic Monitoring and Assessment Programme
- CAFF - Conservation of Arctic Flora and Fauna
- EPPR – Emergency Prevention, Preparedness and Response
- PAME - Protection of the Arctic Marine Environment
- SDWG - Sustainable Development Working Group

Strong expertise that aligns with the mandates of these Working Groups resides in Irish HEIs, Research Centers, and Gateways in Ireland. To capture and capitalize on this expertise we solicit applications from the Irish research community to participate and engage with Arctic Council Working Groups. Specifically, we are seeking applications from researchers associated with eligible research performing organizations applying for research activities and visits (up to 3 months) pertaining to a specific working group project and/or participation at Arctic Council Working Group meetings, where appropriate.

¹ https://www.dfa.ie/media/ireland/nordicstrategy/21-011-Nordic-Strategy_Final_digital.pdf

Research Performing Organizations (RPOs) are institutions which fall within the meaning of Section One of the HEA Act, 1971 (e.g., Universities & Institutes of Technology), Teagasc, the Marine Institute, Irish Cattle Breeding Federation, BirdWatch Ireland, the National Botanic Gardens and Indigo Rock Marine Research Station.

Target: 3-5 awards (max budget 5,000€ per award per annum)

(2) **Increase visibility and engagement of Irish research expertise at international meetings relevant to the Arctic**

Arctic relevant meetings (both research or cross-sectorial), bringing together governments, organizations, corporations, universities, think tanks, environmental associations, Indigenous communities, and citizens, are vital for the coordination of research efforts and to address environmental and societal pressures on the Arctic region. To encourage and promote the inclusion of Irish expertise at these meetings, we seek applications from researchers associated with eligible research institutions **to chair sessions or present** at Conferences, Assemblies or Meetings relevant to the Arctic such as:

- Arctic Circle Assembly/Forum
- Arctic Frontiers
- Arctic360 Annual Conference
- Polar Symposium
- Arctic Congress and Assembly
- UArctic Assembly
- Arctic Science Summit Week
- European Polar Science Week
- *or similar*

Target: 3-5 awards (max budget 2,500€ per award per annum)

Expected Impact of the Programme

The proposed Arctic Research Networking Programme directly supports **Global Ireland - A Strategy for the Nordic Region** in multiple ways. Primarily, it will result in tangible and significant contributions to Arctic challenges, in the areas of Biodiversity, Climate, Ocean, Pollutants, Emergencies and Arctic People. In addition, we expect that awardees will forge new collaborative linkages with institutions and individual scientists in Arctic Council member states and thereby raise the international profile and reputation of Irish expertise and research. Similarly, such new collaborative research linkages may also lead to enhanced educational linkages between Irish and Nordic HEIs, which will attract international scientists and talented people to Ireland in the long-term. Ultimately, new linkages will present the opportunity for new collaborative research and lead to EC funded projects through COST Actions, MSCA DNs, MSCA PF and Interreg NPA programmes.

Timeline

- Program launch: 3 December 2024

- Call deadline: 13 January 2025
- Awards start: 1 February 2025 for 12 months.

Eligibility

We welcome applications from:

- Students carrying out a Research Masters or PhD at an RPO. Students may only apply for funding for events taking place up to the final date of their college registration. Proof of support by the Research Supervisor is required.
- Contract researchers (e.g., Research Assistants, Post Doctoral Researchers, Adjunct Lecturers) employed at an RPO. Note, contract researchers may only apply for funding for events taking place up to their contract end date.
- Full-time members of staff at RPOs (Senior Researchers, Lecturers, Professors).

Eligible Costs

- Registration Fees for applicable Conferences, Workshops & Training Courses.
- Accommodation costs
- Travel & Subsistence

Application Guidelines (via [Microsoft Forms](#))

Individual applicants cannot receive more than one award in any calendar year.

There is no limit on applications from the same organization

Applications will be assessed by the SRC on the basis of three criteria:

1. The quality of the proposed work plan
2. The likely impact and contribution to relevant national and international strategic objectives, including Global Ireland – A Strategy for the Nordic Region and
3. The justification provided in the application (e.g. demonstration of research collaboration and dissemination of findings)

Each of the three criteria have the same weighting. Applicants may be offered support at a lower rate than requested. Successful applicants will be issued with a letter of award that outlines the grant funding, requirements, and due date for submission of the report and receipts. The letter of award must be signed and returned to the University of Galway.

Successful candidates may be asked to engage with NARI and DFA, including the provision of photos and material for use on social media etc. Please note that the use of the DFA logo requires prior approval from DFA.

Applicant Details

Name
Position
Email

Contract end-date
Institution (drop down see Appendix)

Proposal

Applying for Objective 1 or 2 (drop down)
Title of project (10 words max)
Summary (100 words max)
Outline of proposed work/engagement (500 words max)
Expected impacts (300 words max)
Budget (300 words max)

Upload short CV (2 page max) to upload form

FAQ

Applications

Q. How do I know if I am eligible to apply?

A. Check the Applicant Guidelines, but if you are still unsure then contact the Ryan Institute at the University of Galway – see contact details at the end of this document.

Q. I am a lecturer in a HEI (Higher Education Institute), what funding is available to me?

A. You may apply under Objectives 1 or 2. Please see the Applicant Guidelines for the eligibility under each category.

Q. How do I apply?

A. Applications are submitted via an online form hosted by the Ryan Institute, available at: <https://forms.office.com/e/uVtRRVTuAD>

Q. I am a full-time student but am also working in a company part-time, am I eligible to apply?

A. If you are a full-time postgraduate (Master's or PhD) student then you are eligible to apply. However, we do not provide funding for undergraduate students.

Q. Is it possible to change my application once it has been submitted?

A. No, once it is submitted you won't be able to change it.

Q. Can I apply for funding for a conference that I have already attended?

A. No. Retrospective funding is not provided.

Q. I wish to attend an online workshop and training course held in Ireland. Is this eligible for funding?

A. Yes. Virtual events that meet the criteria stated in the Call document are eligible for funding. Fees for reimbursement must exceed €300.

Q. I have submitted my application, when will I find out if I am successful?

A. You will be notified by Monday February 3rd 2025.

Q. My application was unsuccessful; can I appeal or re-apply?

A. The Scientific Research Committee will advise on the reasons why your application was not successful, however a resubmission for 2025 is not possible.

Q. What advice can you give to help me increase my chances of success?

A. Read the Applicant Guidelines and ensure that you are familiar with them. Complete all sections of the application form. Pay particular attention to the evaluation criteria, which are:

1. The quality of the proposed work plan
2. The likely impact and contribution to relevant national and international strategic objectives, and
3. The justification provided in the application (e.g. demonstration of research collaboration and dissemination of findings)

Q. Is there a cap on the number of applications from a Research Group/ Department?

A. No there is no cap on the number of applications from a Research Group/ Department, or RPO.

Q. When is my award official?

A. You will receive a letter of award by email, once you sign this and return it; then you have officially accepted the award. The award is not granted until you return the signed Offer Letter.

Q. When can I book my travel?

A. Once your offer letter is signed, then your organization can organize the necessary travel arrangements. You can book travel before knowing if your application is successful, but this is at your own risk as there is no guarantee of funding.

Q. Objective 2: I have been awarded a grant to present my research at a conference, but now would like to wait until my research is further developed before presenting it internationally. Can I still receive funding?

A. No. As funding is limited, preference must be given to researchers who are presenting their research (i.e. oral presentations or posters).

Q. I cannot now attend the event, what do I need to do to cancel my award?

A. Contact the Ryan Institute to advise that you wish to cancel the award.

Q. Are there any circumstances where I may transfer my award to another colleague?

A. No.

Q. How many awards are allowed per applicant?

A. One award per annum for individuals.

Q. My circumstances have changed since I submitted my application or accepted my award. Can I still receive funding?

A. It depends. For example, if you have just moved organization but your role is the same then you may be still eligible. However, if you are no longer resident in Ireland then you may not be eligible. You must contact the Ryan Institute for clarification and approval.

Payment and Receipts

Q. Is it possible to receive the full funding in advance?

A. No. Reimbursement of costs will be after the event (conference, workshop or training course) or when costs have been incurred.

Q. Does the Ryan Institute reimburse individuals?

A. No. For a number of reasons, the Ryan Institute will only reimburse Organizations for Networking awards, which are

- 1) to significantly reduce the potential of double funding,
- 2) to avoid requesting individual bank details and risk of GDPR breach

Q. The event is over, so what do I do next?

A. You must upload your report and receipts (combined receipts (e.g. registration fee, etc.) and the expenditure summary – the preferred format is PDF) via a submission link hosted on the Ryan Institute Website:
<https://www.universityofgalway.ie/ryaninstitute/news/>

Note: we do not accept reports and receipts sent by email, these must be uploaded via the submission link.

Q. I uploaded my report and receipts on RIMS, what happens next?

A. The Ryan Institute will contact you to clarify any queries in relation to your receipts. You should be contacted within five days of uploading your report and receipts. If not, then please contact the Ryan Institute.

Q. How long will it take before my organization receives payment?

A. Payment will normally be made by bank transfer 7 to 10 days after the Ryan Institute (see contact details at the end of this document) has confirmed that all documentation has been received. You will be copied on the email notification to your organization to confirm that payment is approved and advising of the payment amount. Payment will be paid into (credited) to the budget code/research account as advised to the Ryan Institute in your application form. Please note that year-end is a particularly busy time, and payments may take longer than normal to process.

Q. I attended a conference, but am unsure what types of receipts I need to submit?

A. Conference, workshop or training course fee invoice and fees relating to travel and accommodation costs. Receipts for food/meal costs are eligible but not for alcohol. Copy receipts are acceptable. Please ensure that they are legible. If you cannot read it, then the Ryan Institute cannot read it either!

Q. Do I need to post original documents?

A. No. The scanned originals submitted as PDF are acceptable to us.

Q. I am having problems uploading my report and receipts, who do I contact?

A. Please contact the Ryan Institute contacts shown below.

Q. Can the award be split?

A. No.

Q. If my actual costs are less than the amount awarded, what happens?

A. Only receipted costs up to the amount awarded are paid. If you are awarded 1,000 Euro, but your receipts total 700 Euro, then we will pay 700 Euro. If you are awarded 1,500 Euro, but your receipts total 2,000 Euro, then we will only pay 1,500 Euro.

Q. Can my offer of award be withdrawn or the grant cancelled for any reason?

A. Whilst there is no foreseen reason for the withdrawal of granted awards, the awarding institution may seek additional information to support the claim. This is in addition to the expenditure receipts and evidence submitted, for example tracing to bank might be sought as evidence that the payment was made as presented.

Q. Can my proposed project and associated travel include a destination or institutions in the Russian Federation, or any individuals connected with such institutions?

A. No.

Q. What if I have more questions?

A. Then please contact the Ryan Institute, by phone or email – see below.

Ryan Institute Contact Details

091 49 3583

Suzanne Nolan

suzanne.nolan@universityofgalway.ie

END